

**SUMMARY OF THE  
NELAC BOARD OF DIRECTORS MEETING  
MAY 10, 2001**

The Board of Directors of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference at 1:30 p.m. Eastern Daylight Time (EDT) on May 10, 2001 in regular session. The meeting was led by its chair, Dr. Charles Brokopp of the Utah Department of Health, following the agenda distributed previously to Board members (Attachment A). The list of participants is shown in Attachment B, the new list of action items is given in Attachment C, and the cumulative list of action items is given in Attachment D.

**APPROVAL OF MINUTES**

Following review of the minutes of the April 12, 2001, meeting, it was moved, seconded and approved to accept the minutes as amended. Dr. Brokopp reviewed action items, which have been updated to their current status. Dr. Billets indicated that the contract with RTI has been awarded and that RTI will be providing support for NELAC 7 in Salt Lake City.

**NELAC 7 AND 7I STATUS & AGENDA**

Dr. Brokopp reported that plans for the Seventh NELAC Annual Meeting are coming along nicely. The number of hotel room reservations have exceeded 1000 nights and over 240 have registered as of May 9. Mr. Paul Johnson and Colleen Freeze, who are coordinating meeting plans for the Utah Department of Health, discussed the current status of their work. The banquet on Wednesday night will be held at the site of the opening and closing ceremony for the 2002 Olympics. Registrations at the Little America Hotel will open on Monday, May 21. Jackie Sample also updated the Board on plans for NELAC 7i to be held in Arlington, VA December 3-7, 2001. Several suggestions for the meeting and workshops were made. Jackie will have a brochure available for distribution at NELAC 7.

**POLICY ON EXPANSION OF THE SCOPE OF NELAC**

Anne Rhyne and Joe Slayton presented a draft of a policy on the modification of the scope of NELAC and changes to the fundamental structure of the conference. Several suggestions were made to the draft document. Anne will provide the Board a revised draft of the document.

**NACLA**

Joe O'Neil, NACLA Executive Director, and Mary Saunders, Chief, Global Standards Program at NIST and member of the NACLA Board, joined the conference call to discuss NACLA. Ms. Saunders discussed mutual recognition agreements (MRA) between several governments and regulatory agencies. A memorandum of understanding between NIST and NACLA was discussed and a copy made available to the Board. Mr O'Neil mentioned that ILAC is a forum for accrediting bodies from all over the globe. ILAC has played an important role in the acceptance test data worldwide. Organizations that sign regional MRS's become eligible to join an international association. NACLA is trying to become the organization that evaluates all US accrediting bodies. Once a

NACLA MRA is signed, the accrediting authority becomes equivalent to the international standards. There are now 32 accrediting bodies around the globe. NACLA is based upon ISO Guide 58, however there are some additional technical requirements that also apply to some fields. Some changes to Chapter 6 would need to be made to meet the NACLA standards. If NELAC was recognized by NACLA, some of the laboratories accredited by NELAC might have an easier time having their data accepted in other countries. Mr. O'Neil thought that each NELAP accrediting authorities would need to be peer reviewed before a MRA could be signed with NACLA. The cost for this peer review varies since it primarily includes travel cost for the reviewers.

#### **MEETING WITH ACIL AND RELATED ISSUES**

A conference call with several representative from NELAC and representatives from ACIL on April 25 in response to a letter received from Mr. John Webb. Mr. Webb raised some concerns about how NELAP was being implemented. The Board recognized the helpful collaboration between ACIL members and NELAC and offered to work with ACIL to address the issues that were raised. ACIL will be collecting additional information that the Board will obtain before preparing a response. Jerry Parr has been asked to make a presentation to the Accrediting Authority Committee at NELAC 7.

#### **AARB Nominee**

Dr. Carl Kircher, Florida, will be asked to serve on the AARB.

#### **BOARD MEETING IN NOVEMBER**

The Board meetings in November will be scheduled for Nov. 1 and Nov 15.

#### **REVIEW OF QUESTIONNAIRES**

Both ACIL and Louis Johnson from Louisiana have distributed surveys that are intended to collect information from accredited laboratories, the accrediting authorities, or voting members of NELAC. Dr. Brokopp will review the questionnaires may request some information from the accrediting authorities at NELAC 7.

#### **AWARDS**

The Board usually makes a special award to one of the committees at the annual meeting. Since no committee has been selected for the award, the Board may need to discuss this on May 17.

#### **NEXT MEETING**

The next meeting of this Board is scheduled for May 17, 2001, at 10:00 a.m. EDT, by teleconference.

**NELAC BOARD OF DIRECTORS**

***AGENDA***

**May 10, 2001**

**1:30 - 3:00 pm EDT**

**202/260-1015, 2694#**

1. Approval of Minutes of April 12, 2001, Meeting \* - *Chuck Brokopp*
2. NELAC 7 Status & Agenda - *Paul Johnson*
3. Policy on Expansion of the Scope of NELAC \* - *Anne Rhyne & Joe Slayton*
4. NACLA\* - *Joe O'Neil & Mary Saunders, NIST (2:00-2:30)*
5. Meeting with ACIL & Related Issues - *Chuck , Silky Labie, and Jeanne Hankins*
6. AARB Nominee - *Jeanne*
7. Board Meetings in November - *Jeanne*
8. Review of questionnaires - *Jeanne*
9. Awards - *Jeanne*
10. New Business

Name	Affiliation	Address
Dr. Charles Brokopp Chair	UT Department of Health	T: 801-584-8406 F: 801-584-8486 E: cbrokopp@doh.state.ut.us
Ms. Ann Marie Allen	MA Dept. of Environmental Protection	T: 978-682-5237 F: 978-688-0352 E: ann.marie.allen@state.ma.us
Dr. Stephen Billets Exec. Secy., Acting	USEPA/ORD	T: 702-798-2232 F: 702-798-2261 E: billets.stephen@epa.gov
Ms. Jeanne Hankins Director	USEPA/ORD	T: 919-541-1120 F: 919-541-4261 E: hankins.jeanne@epa.gov
Dr. Paul Kimsey	CA Department of Health Services	T: 510-40-2411 F: 510-540-3075 E: pkimsey@dhs.ca.gov
Ms. Silky Labie	FL Department of Environmental Protection	T: 904-488-2796 F: 904-922-4614 E: labie_s@dep.state.fl.us
Dr. Tom Maloney	USGS/NWQL	T: 303-236-3460 F: 303-236-3499 E: tmaloney@usgs.gov
Dr. Jim Pearson	VA Division of Consolidated Laboratory Services	T: 804-786-7905 F: 804-371-7973 E: jpearson@dgs.state.va.us
Ms. Anne Rhyne	TNRCC	T: 512-239-6830 F: 512-239-6410 E: arhyne@tnrcc.state.tx.us
Ms. Jackie Sample	US DOD	T: 843-764-7337 (x11) F: 843-764-7360 E: samplejh@navsea.navy.mil
Mr. Joe Slayton	USEPA/Region 3	T: 410-305-2653 F: 410--305-3095 E: slayton.joe@epamail.epa.gov
Dr. Ken Jackson	Chair, Program Policy and Structure	T: 518-485-5570 F: 518-485-5568 E: jackson@wadsworth.org
Mr. Louis Johnson	Chair, Accrediting Authority	T: 225-765-2405 F: 225-765-2408 E: louis_j@deq.state.la.us



**NELAC Board of Directors Meeting  
May 10, 2001  
New Action Items**

<b>Item No.</b>	<b>Action</b>	<b>Status</b>
1	Ken Jackson will check with Nominating Committee to assure that a full slate of candidates are proposed	
2	Anne Rhyne will provide another draft of policy on modification of the scope of NELAC	
3	Jackie Sample will provide flyer on NELAC 7i	

**Action Items from Previous Meetings  
NELAC Board of Directors  
April 12, 2001**

<b>No.</b>	<b>Date of Meeting</b>	<b>Action</b>	<b>Status</b>
1	04/13/00	Dr. Jackson, and Dr. Kimsey will provide a short summary of recent Accrediting Authority workgroup teleconferences to Ms. Hankins to be included in the materials for the next board meeting. (Will be an on-going item).	On-going
2	01/11/99	Committee Chairs are to prepare "Frequently Asked Questions" for posting on the NELAC Website. They are to submit these to the Membership and Outreach Committee.	On-going
3	09/23/99	Dr. Jackson will draft a policy for responding to future offers of NELAC-associated activities at national meetings.	On-going
6	05/04/00	The Membership and Outreach committee will draft a policy addressing the logistics of web-submitted issues: routing, response, etc.	On-going
8	05/08/00	Dr. Brokopp will explore organizational issues with ECOS.	Ongoing
9	7/26/00	Dr. Brokopp will continue to lead exploration of viable options, including financial issues.	Ongoing
13	7/13/00	The Program Policy and Structure Committee is tasked with developing specific draft wording of a reorganized NELAC at NELAC 6i.	Deferred
14	8/10/00	Ms. Allen, Ms. Labie, and Dr. Brokopp will draft a plan, based on the most recent work by the transition committee, for submittal to EPA.	Deferred
<del>15</del>	<del>8/10/00</del>	<del>Board members are to identify suitable candidates for the vacant Board position</del>	<del>Complete</del>
17	9/12/00	Mr. Parr will draft a NELAC-7i proposal for Dr. Brokopp, Ms. Labie, Dr. Kimsey to review prior to presentation to the full Board.	Ongoing
<del>18</del>	<del>9/12/00</del>	<del>Ms. Hankins will draft a policy to address change of status (Voting -Contributor) of a committee member.</del>	<del>Complete</del>
22	10/31/00	Committee efforts should cite by reference the desired ISO wording, adding explanatory and supplemental notes as needed.	Ongoing
24	10/31/00	Ms. Hankins will identify a representative from ISO be invited to participate in a future Board teleconference to discuss viable options for use of ISO language in the NELAC Standard.	Deferred

**Action Items from Previous Meetings  
NELAC Board of Directors  
April 12, 2001**

<b>No.</b>	<b>Date of Meeting</b>	<b>Action</b>	<b>Status</b>
25	11/09/00	Mr. Siders will draft a response to AIHA, for Board review, outlining the committee's plans for development of a NELAC asbestos standard.	Complete
27	11/09/00	<del>Dr. Brokopp will present another update on preparations for NELAC 7 during the December meeting of the Board.</del>	Complete
30	11/09/00	Dr. Brokopp agreed to follow up with Dr. Billets on possibilities for new promotional ideas and report to the Board at next month's meeting.	Ongoing
31	12/14/00	<del>Board members should study the proposal for refresher training for assessors in depth and Email their comments to Ms. Hankins before December 22, 2000</del>	Complete
32	12/14/00	<del>Ms. Hankins will inform Ms. Moore of the Board's decision on the refresher training proposal by December 31, 2000.</del>	Complete
34	12/14/00	<del>Ms. Sample will request her staff to propose sites that comply with the GSA rates.</del>	Complete
35	1/1/01	Dr. Brokopp and Dr. Kimsey will explore possible legal options for continued use of ISO language in the NELAC Standard.	Ongoing
37	1/1/01	Dr. Brokopp will Email the Board and committee chairs for inputs on presenters & topics at the WTQA meeting next August.	Ongoing Complete
38	2/8/01	<del>Dr. Brokopp will include a request for information on acceptance of NELAC accreditation in the annual letter to the NELAC representatives.</del>	Complete
39	2/8/01	Dr. Billets will obtain an update from Ms. Sample, and offer his assistance, in making arrangements for NELAC 7i.	On agenda Complete
40	2/8/01	<del>Dr. Brokopp will request the Membership and Outreach committee to draft the appropriate letter for designating NELAC 7 voting representatives for his signature and mailing.</del>	Complete
41	2/8/01	<del>Ms. Hankins will check with Dr. Jackson on the status of Item No. 3, (9/23/1999)</del>	Complete
42	2/8/01	Dr. Billets will follow-up with Membership and Outreach committee on Item No. 6 (05/04/2000).	Ongoing



No.	Date of Meeting	Action	Status
43	2/8/01	Dr. Brokopp will revisit Item No. 9 (7/26/2000) to consider developing a briefing package for the new administration.	Ongoing
<del>44</del>	<del>2/8/01</del>	<del>Ms. Hankins will contact Mr. Parr on the status of Item No. 17 (09/12/2000).</del>	<del>Complete</del>
45	2/8/01	Mr. Slayton will contact Mr. Siders on the status of Item 25 (11/09/2000)	<del>Ongoing</del> Complete
46	3/8/01	Ms. Rhyne & Mr. Slayton will draft a policy for adding new areas to the NELAC Standard.	Complete
47	3/8/01	Ms. Hankins will forward guest room reservation data from recent meetings contracted by EPA in the Washington, DC area to Ms. Sample.	Complete
48	3/8/01	Board members should forward counsel to Dr. Jackson on development of an event-sponsor policy.	Deferred
49	3/8/01	Revisions of the proposed NELAC 7 schedule will be considered to accommodate travel times.	Complete
50	3/8/01	Board members should to submit NELAC support items to Dr. Billets or Dr. Brokopp so that a prioritized list of needed support can be discussed at its next meeting.	Complete